



## ASSET DECLARATION 2022 & BUDGET SURVEY 2023 **FORM**

ATM-FM07

**To** : Information Technology Service Office

**From** : CPJ - TANGKAK FARM BRC1

**Date** : 9th August 2022

### **RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023**

We refer to the above matter. The following is the declaration for CPJ - TANGKAK FARM BRC1 :

#### **A. Summary of IT Asset**

No. Of Staff	Desktop
3	1

#### **B. Detailed Information Of Active IT Asset**

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Muhamad Alif bin Mohamad Zaki	Desktop	Dell Optiplex 3080	CPJ-TK1FM01/ 2NXFTD3	FJQZLY2

#### **C. Inactive IT Asset**

The following asset list is not able to trace during IT Preventive Maintenance 2022 as confirmed by person in charge :

No.	User	Device	Model	Computer Name/ Serial	Remarks
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			No.	

We agreed that all inactive asset will be removed from IT Asset Listing.

#### D. Pending Purchasing For 2022

##### Tech Refresh

No.	User	Device	Model	PO No.

##### New Request

No.	User	Device	Model	PO No.

#### E. Budget Plan For 2023

##### Manage IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remark

##### Additional

No.	Device	Quantity	Purpose
1.	Laptop		
2.	Desktop		
3.	Printer		
4.	Others (_____)		

Hereby, we clarify the information given is accurate and complete.

Thank you

Yours faithfully,

( \_\_\_\_\_ )  
**Head of Department/Plant/Farm/Hatchery**

*INTERNAL USE*  
*Effective Date : 30 May 2019*

\*Approval is required for 'Budget Plan 2023'  
only. You may ignore this part if not related  
Approved by,

( \_\_\_\_\_ )  
**AVP and above**